**WAEL**

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**CAIRO**

**EGYPT**

# *HUMAN RESOURCES& PERSONNELMANAGER*

Accomplishment, results-oriented Human Resources Professional with demonstrated success in the establishment of Human Resources functions that take the responsibilities of the following:

* All the decisions, strategies, factors, principles, operations, practices, functions, activities and methods related to the management of people as employees in any type of organization (including small and micro enterprises and virtual organizations).
* All the dimensions related to people in their employment relationships, and all the dynamics that flow from it (including in the realization of the potential of individual employees in terms of their aspiration).

**PERSONAL DATA**

**NATIONALITY : EGYPTIAN DATE OF BIRTH: 25/7/1979**

**MARITAL STATUS : MARRIED RELIGION : MOSLEM**

**EDUCATION**

* **MASTER OF BUSINESS ADMINISTRATION - (M. B. A)**

**AMERICANUNIVERSITY OF LONDON**

**WITH A MAJOR IN HUMAN RESOURCES MANAGEMENT (SEP 2008).**

* **CPM (certified HR manager) - Chicago institute 2012.**
* **BACHELOR OF TOURISM AND HOTELS- SECTION: Airlines & Tourism Management**

**GRADE: GOOD**

**DATE OF ISSUE: JULY 2000**

**Training**

**Aug 2004TILL Dec 2004 I have successfully completed a training course titled “Mishwar Operating Management Course”, conducted by Training management of Mishwar Restaurants (Dammam, KSA)**

**Aug 05-10th, 2005 I have successfully completed a training course titled “Strategic Planning & the Balanced Scorecards”, conducted by Team International, Engineering and Management Consultants (Cairo, Egypt)**

**Jan 01-15, 2001 I have successfully completed a training course titled “Visual Basic Primary”, conducted by Cairo University Training Center (Cairo, Egypt)**

**Feb -20-29, 2001 I have successfully completed a training course titled “Visual Basic Advanced”, conducted by Cairo University Training Center (Cairo, Egypt)**

* **All *EGYPT AIR*: Airport Management Courses**

**Languages:**

* **Arabic : Mother Tongue**
* **English : Excellent ( Reading – Speaking – Writing – Translating )**

**Computer:**

* **MS Office ( Word – Excel – Power Point )**
* **Internet Surfing and Searching**
* **Visual Basic**

**EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name** | **Position** | **Work from** | **Work to** | **Employees of Company** |
| **Dreams Rahawanji co For Wedding Cards**  **Industrial Co**  **Egypt** | **HR & PERSONNEL MANAGER** | **1/12/2014** | **Now** | **1200** |
| **Alasas United Limited CO-(Contracting and industrial Co) RIYADH**  **KSA** | **HR & PERSONNEL MANAGER** | **1/1/2013** | **1/11/2014** | **800** |
| **SIBIC INTRGRATED BUILDING INDUSTRIES**  **(industrial Ready Mix& Contracting Co)-EGYPT** | **HUMAN RESOURCES Manager** | **1/3/2010** | **31/12/2012** | **600** |
| **EAST NETS (industrial CO)& Contracting Co**  **(multi-national co) –KSA** | **HUMAN RESOURCES SUPERVISOR** | **1/1/2003** | **1/3/2010** | **900** |
| **ELSHAHAWI**  **Premix Ready Mix Co**  **Industrial & Contracting Co**  **Egypt** | **HUMAN RESOURCES SPECIALIST** | **1/1/2001** | **1/1/2003** | **500** |

**Responsibilities**

**Planning:**

* **Design Organizational Structure.**
* **Prepare Job Descriptions And Job Specifications (Job analysis).**
* **Prepare Salary Scale .**
* **Prepare Annual Man Power Plan.**

**ISO Planner And Auditor:**

* **Direct supervising on all HR & personnel activities to ensure that all of these activities is compatible with ISO Standards.**
* **Issuing reports monthly for ISO applying progress.**

**PERSONNEL RESPOSIBILITIES:**

* **Direct supervising on all personnel activities.**
* **Direct supervising on all Insurance activities (Medical + Social) .**
* **Finish All Procedures for HRDF regarding agreements for Saudi Labours.**

**Training and Development**

* **Interface with Group HR and external vendors and suppliers for the implementation of corporate training or training programs to meet the business needs where appropriate.**
* **Identify key skills, specialty skills and propose training needs accordingly.**

**Compensation and Benefits**

* **Monitor and alert the payroll director to any variance between the budgeted and actual salaries and headcount.**
* **In charge of payroll administration and to make all necessary co-ordination to make a smooth and efficient operation (variable compensation, overtime, expatriates compensation, special payments).**
* **Gather all necessary data to benchmark salaries and benefits.**
* **Compile all data needed for the annual salary review, and the annual performance appraisal analysis.**
* **Provide information to Expatriate staffs regarding C&B (Tax; Social Benefits).**

**Employee Relations**

* **Detect and handle complaints, disputes and grievances of all staffs and to report them to the Regional Human Resources Director.**
* **Conduct exit and grievance interviews with all departments/staffs.**
* **assist in handling all local labor tribunal cases**

**Rules and Regulations**

* **Review the staffs rules and regulations (or employee handbook) on a regular basis**
* **create and implement the employee staff rules and regulations for newly created subsidiaries in the region.**
* **Provides administrative supervision to all levels of staff assigned in the department by monitoring their attendance, performance and activities to ensure assigned jobs are completed within timely manner.**

**Payroll , Budget, financial management**

* **Submit the Personnel Budget for all personnel costs and Headcount to Finance Department. Produce and submit the yearly tax returns for all staffs on a yearly basis.**
* **Produce and submit the payroll journal and the Headcount report to Finance Department on a monthly basis.**
* **Submit the Personnel latest estimates for all personnel costs and headcount to Finance Department on a quarterly basis.**

**Human resource information system**

* **Maintain smooth running of the Human Resources Information System.**
* **Monitor timely update of personnel records (personal details, position, salary, appraisal outcomes, leave records, training and awards).**
* **Organize locally and produce Group HR reporting.**

**RECRUITMENT RESPONSIBILITIES**

* **Executing all Recruitment activities and steps (Staffing plan, Process all local recruitment requests in an effective and efficient manner, Dealing with recruitment agencies abroad, travelling for interviewing and contract with selected candidates).**
* **Managing orientation program for employee to the business and culture.**
* **Develop & implement recruiting strategy bearing in mind relevant legislation.**
* **Select methods of the recruitment (for example job posting, personal agencies & advertising)**
* **Coordinates with department requesters on recruitment activities such as interview results and selection of new employees in confidential manner.**
* **Assures manpower and utilities are fully provided according to the needs within the department.**

**Experience main points:**

* **STRATIGIC MANAGEMENT.**
* **ISO PLANNING AND APPLYING AND AUDITING.**
* **RECRUITMENT PLANNING AND INTERVIEWING FROM 6 COUNTRIES.**